

A close-up, slightly blurred photograph of a person's hand holding a pen, poised to write on a page of an open book. The book's pages are filled with faint, illegible text. The overall image has a soft, high-key aesthetic with a light beige or cream color palette. The text 'Annotated Bibliography' is superimposed in the center of the image.

Annotated Bibliography

A grayscale background image showing a hand holding a pen, poised to write on an open book. The book's pages are visible, showing some text. The overall tone is academic and professional.

Overview

- This presentation is subdivided into six sections:
 - I. General Information
 - States what an annotated bibliography is
 - II. Process
 - Gives step-by-step instructions
 - III. Style
 - Overviews writing style and stance options
 - IV. Format
 - Provides descriptions of the most common formats
 - V. Checklist
 - Allows appraisal of annotated bibliography
 - VI. References
 - Lists helpful resources

General Information

- Definition
 - An annotated bibliography is a list of sources
 - Each entry consists of two parts:
 - a. citation gives the exact information
 - b. annotation is a brief paragraph
- Functions
 - The annotation does one or more
 - identifies the focus or thesis
 - describes usefulness of the source
 - evaluates the conclusions or reliability
 - records your reactions
- Purpose
 - The citation and annotation paragraph
 - display the quality of your own research
 - provide background material
 - explore the topic for further reading
 - give research a historical relevance
- Other information
 - the intended audience
 - the author's background

General Information Review

A grayscale background image showing a hand holding a pen, poised to write on an open book. The book's pages are filled with text, and the hand is positioned over the left page.

- What are the main parts of an annotated bibliography?
- What functions will your annotations serve?

Process

- Locate the sources you intend to use
 - Make sure each source follows specific guidelines
 - Some instructors only accept scholarly sources
- Each work directly and significantly related
 - evaluate it based on the following process:
 - Physical Evaluation
 - 1. the author by examining his/her credentials
 - 2. the source by examining its date of publication
 - 3. the source by determining if you are using a later edition
 - 4. the source by reviewing its publisher or journal title

Process (cont)

- Content Evaluation
 - 1. If the source is a book
 - review preface, foreword, introduction
 - Look over the table of contents
 - If the source is a periodical
 - Review summary and bibliography
 - 2. Read chapters or articles specifically pertaining to your topic
 - 3. Determine type of audience the work addresses
 - 4. What is the content of work
 - 5. Evaluate sources cited within work
 - 6. Is the work organized effectively
 - 7. Determine if reviews of source are available

A grayscale background image showing a hand holding a pen, poised to write on an open book. The book's pages are filled with text, and the hand is positioned over the left page.

Process (cont)

- Composition
 - Cite the book in a style determined by instructor
 - Write an annotation according to instructor guidelines



Process Review

- Have I selected sources that are closely related to my topic? If so, how do I know this?
- If I have not evaluated my sources yet, how can I do so effectively?

A grayscale background image showing a hand pointing at an open book. The hand is in the foreground, with the index finger pointing towards the text in the book. The book is open, showing two pages with text. The overall tone is educational and focused on reading or writing.

Style

- There are two areas concerning choices
 - writing style
 - stance
- Writing style
 - The annotation may be written in one of three writing styles
 - Phrasal – written in phrases that are quick
 - Complete Sentences – written in complete sentences
 - Paragraph – written in formal complete sentences
- Stance
 - The annotation can take any of the following stances
 - Informative - is a summary of the source
 - Evaluative – determines the usefulness of the source
 - Indicative – gives the scope of material
 - Combination – is a combination of the three

A grayscale photograph of a hand holding a pen, poised to write on an open book. The background is a soft-focus image of the book's pages, which contain some faint, illegible text. The lighting is bright, creating a clean and professional aesthetic.

Style Review

- What writing style and stance am I going to use in my annotated bibliography?

Format

- Format of annotated bibliography may vary
- Generally it is written like any other bibliography
 - Each citation is followed by an annotation
 - Both combine to form a single entry
- Each entry will have format distinguished by two factors
 - annotation style
 - citation style
- The annotation style determined by where annotation begins
 - The annotated may immediately follow on the same line
 - It may begin on a new line
 - The paragraph may or may not be indented depending
- The annotated bibliography will follow a specific citation style
 - different annotation style and citation style

APA Example

Bielawski, L., & Parks, A.F. (1987). *Organizational writing*. New York: Wadsworth Publishing Company.

Organizational Writing is designed to present practical information on the writing process and to provide descriptions on several types of writing situations that a business writer is likely to encounter. Chapters 1-4 guide the writer through the writing process from analyzing business situations, to prewriting and planning to the final steps in composition. The book includes descriptions of several types of business writing situations, including sales letters, long reports, proposals, feasibility reports and oral presentations. The book's organization is definitely one of its strong points. Although it has much material to cover, it does so clearly without confusing students. However, it was disappointing to find out that Organizational Writing lacks sufficient information on one of the most important business writing assignments for college students - the case analysis.

Overall, Organizational Writing is effective and comprehensive for both business students and employees and proved to be a vital asset in my business writing research. It presented practical information that is organized in a way that is easy for business students and employees to understand. Although the book lacks information on one important business assignment, the case analysis, the wealth of information that it includes on other business writing situations makes it a worthy investment for any business writer.

- ** Not double spaced due to space restraints*

A grayscale background image showing a hand holding a pen, poised to write on an open book. The book's pages are filled with text, and the hand is positioned over the left page.

Format (cont)

- The annotation focuses on all four points
 - it **identifies** focus
 - it **describes** usefulness
 - it **evaluates** conclusions or reliability
 - it **records** reader's reactions

A grayscale background image showing a hand pointing at an open book. The hand is in the foreground, with the index finger pointing towards the text in the book. The book is open, showing two pages with text. The overall image is faded and serves as a background for the text.

Format Review

- Write a working sample annotated bibliography entry using the annotation style, citation style, writing style, stance and format that you must use in your instructor's assignment

Checklist

- Evaluate all of my sources
- Include information sources that relate
- Use appropriate writing style / stance
- Use appropriate annotation style/citation style
- Follow format guidelines
- Check grammar & punctuation

References

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